

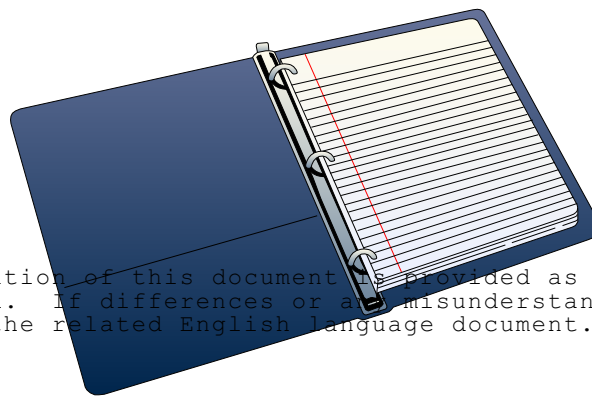
# Inmate Admission and Orientation Handbook

## Federal Correctional Institution and Federal Prison Camp

Marianna, Florida

2010

(Updated January 6, 2010)



A Spanish translation of this document is provided as a courtesy to those not fluent in English. If differences or misunderstandings occur, the document of record shall be the related English language document.

# INMATE INFORMATION HANDBOOK

## Introduction

The purpose of this handbook is to provide incoming inmates committed to the Federal Correctional Institution and Federal Prison Camp located in Marianna, Florida, with general information regarding the programs, rights and responsibilities, and the discipline process at this facility.

## CLASSIFICATION AND THE UNIT TEAM

**Orientation:** Upon arrival to the facility, you will participate in the Admission and Orientation (A&O) program. While in A&O, you will learn about the programs, services, policies, and procedures regarding the facility. Also, you will attend lectures from staff regarding specific programs and departments. At the end of the A&O Program and once you are medically cleared, you will be assigned to a job. At the FCI, you may be assigned to a unit other than the A&O unit. If you are a WRIT return or a Community Corrections Center (CCC) failure, and have been away from the institution for less than six months, you are not required to participate in the Admission and Orientation Program.

**Classification Teams (Unit Teams):** The Bureau of Prisons is organized into a unit management system. A unit is a self-contained inmate living area which includes office space for unit staff. Each unit is staffed by a Unit Team who are directly responsible for the inmates living in that unit. The unit team staff typically includes the Unit Manager, a Case Manager, a Counselor and a Unit Secretary. The Staff Psychologist, Education Advisor, and Unit Officer are also considered part of the unit team and may attend the unit team meetings.

Inmates are assigned to a specific unit team. Unit team members are available to assist in many areas such as problem resolution, parole matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit team will be at the institution weekdays from 7:30 a.m. to 9:00 p.m., and from 7:30 a.m. until 4:00 p.m., on weekends and holidays. The unit team members' work schedules are posted in the housing units.

## General Functions of Unit Staff

**Unit Manager** - The Unit Manager is the administrative head of the unit and oversees all unit programs and activities. The Unit Manager is the "Chairperson" of the unit team and reviews all unit team decisions.

**Case Manager** - The Case Manager is responsible for all case management services and prepares classification material, progress reports, release plans, correspondence and other materials relating to your confinement.

**Counselor** - The Counselor provides individual and group counseling for the inmates in the unit. Additionally, they are responsible for preparing visiting lists, job assignments, phone lists, FRP, and unit sanitation.

**Unit Secretary** - The Unit Secretary performs clerical and administrative duties. The Unit Secretary may also provide notary public services when necessary.

**Unit Officer** - The Unit Officer has direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations. In conjunction with the unit team, they have safety, security and sanitation responsibilities in the unit.

**Program Reviews:** Ordinarily, you will be classified by your unit team within 28 days of your arrival to Marianna. Subsequent program reviews for all inmates will be held every 90 or 180 days, depending on the amount of time remaining to serve.

**Unscheduled Program Reviews:** Pursuant to CFR §524.14, upon request of either the inmate or staff, a Program Review may be advanced. An inmate must provide a compelling reason to the Unit Team, demonstrating the need for an unscheduled Program Review. The Unit Manager is the approving official.

**Schedule of Unit Services and Activities:** A Schedule of Unit Activities and Programs is posted on each unit bulletin board at the FCI and the Camp. This information provides inmates of each unit's particular activities and programs which are developed and implemented by the Unit Manager. Inmates wishing to enrol in a program or activity provided by their assigned housing unit staff should forward an Inmate Request to Staff Member to their Unit Team or make a formal request during their regularly scheduled program review.

**Access to Diplomatic Representatives:** Pursuant to Program Statement 5140.34, Transfer of Offenders to or from Foreign Countries, an inmate who is qualified for and desires to return to his or her country of citizenship for service of their federal sentence shall indicate his or her interest by completing and signing the appropriate form(s) through the inmate's assigned case manager. During the initial application process, unit staff will suggest the inmate contact the nearest foreign consular office, a list of which is posted on the unit bulleting boards, to advise them of his or her desire to be considered for treaty transfer. Foreign officials normally have documents for the inmate to complete and return to the local consulate, and can also assist the inmate with providing proof of citizenship. Consular officials may also request to visit the inmate at the institution.

**Consular Visits:** When it has been determined that an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of legitimate business. The Warden may not withhold this privilege, even though the inmate may be in disciplinary status. The requirement for the existence of an established relationship prior to confinement does not apply to consular visits.

**Provisions for Housing Disabled Inmates:** Inmates with disabilities are assigned to appropriate quarters according to their particular needs; i.e., wheelchair accessibility, bottom bunk, etc. Inmate who have particular concerns regarding this issue should consult with their Unit Manager.

**Unmonitored Legal Telephone Calls:** In the event unmonitored legal correspondence is not practicable, an inmate may request an unmonitored legal telephone call through the unit team. Unmonitored legal calls will be scheduled in advance with a unit team staff member. The call will take place in a staff office or as designated by the unit team staff member.

**Postage for Indigent Inmates:** An inmate who has neither funds nor sufficient postage, and upon verification of this status by staff, may be provided the postage stamps for mailing a reasonable number of letters at government expense to enable the inmate to maintain community ties. The request for postage will be made to the Unit Manager.

**Town Hall Meetings:** Town hall meetings are usually conducted monthly in each unit. These meetings are held to make announcements and to discuss changes in the policy and procedures.

**Articles for Hygiene:** Any inmate who is in need of hygiene items should see his/her unit team.

**Inmate Request to Review Central File:** An inmate seeking to review his/her central file shall submit an Inmate Request to Staff Member to his/her case manager. The inmate's request will be acknowledged and the inmate will be permitted to review the file whenever practicable. All file reviews are conducted under constant and direct staff supervision. Those materials which have been determined to be non-disclosable will be removed from the central file prior to the inmate's review. An entry shall be made on the inmate Activity Record (BP-381) to show the date the inmate reviewed the central file. The staff member monitoring the review shall initial the entry and the inmate shall be asked to initial it.

**Unit Rules:** Unit rules and regulations have been established as a guide to permit uniform inspection, search procedures, and to maintain the orderly running of the unit. These rules and regulations are posted in each housing unit and it is your responsibility to familiarize yourself with them.

**Wake-up:** General wake-up for all inmates in the facility is 6:00 a.m. The unit is called to breakfast by the Correctional Supervisor at the FCI and by the Food Service Foreman at the Camp. Inmates are given a reasonable amount of time to leave the unit for the breakfast meal. It is the inmate's responsibility to leave the unit for work. Any late sleepers who are unable to maintain clean rooms or arrive at work on time are subject to disciplinary action.

**Job Assignments:** All inmates are expected to maintain a regular job assignment. Non-UNICOR job assignments are controlled through the Performance Pay Program, which provides monetary payment for work. Federal Prison Industries has a separate pay scale. Unit staff, in conjunction with the detail supervisor, approve job changes. Unit staff ensure the changes are posted on the Daily Change Sheet. Ordinarily, inmates must remain on an assigned job detail for ninety days prior to requesting any job change.

UNICOR employs and trains inmates through the operation of, and earnings from, factories producing high-quality products and services. Our UNICOR factories provide data entry services and computer recycling operations.

**On-the-Job Injuries:** If you are injured while performing an assigned duty, you must immediately report this injury to your work supervisor. The work supervisor will then report the injury to the institution Safety Manager. You may be disqualified from eligibility for lost-time wages or compensation if you fail to report a work injury promptly to the supervisor. If you are injured while performing an assigned duty and expect to be impaired to some degree, you may submit a claim for compensation. A medical evaluation must be included in the claim before any compensation can be considered.

**Smoking/Tobacco:** Smoking or Tobacco products are not permitted at FCI or FPC Marianna.

**Cell Phones:** Cell Phones are not allowed in the institution.

**Sanitation:** It is the inmate's responsibility to check his/her living area immediately after being assigned to a cell, and to report all damage to the correctional officer, case manager, or counselor. An inmate may be held financially liable for any damage to his/her personal living area. Inspections are conducted regularly by unit officers and unit staff.

Each inmate is responsible for making his/her bed in accordance with regulations. Each inmate is also responsible for sweeping and mopping his/her personal living area, removing trash, and insuring the room is clean and sanitary. All inmates must have their rooms ready for inspection at 7:30 a.m. Monday through Friday. Cardboard boxes and other paper containers are not to be used for storage, due to their combustible nature.

Toothpaste, toothbrushes, combs, razors, and soap are issued by the institution and are available in the housing units. Inmates may purchase name brand items through the commissary.

**Personal Property:** Items that may be retained by an inmate are limited for both sanitation and security reasons. This is necessary to ensure that excess personal property is not accumulated which would constitute a fire, sanitation, security or housekeeping hazard, as well as impair staff searches of the living area.

**Storage Space:** Storage space in most units consists of an individual locker. Locks may be purchased in the institution commissary. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

**Clothing:** Civilian clothing of any type (except athletic apparel) is not authorized. Individual wash cloths and towels are issued to inmates. Footwear will be placed under the bed. The numerical limits of authorized personal clothing and footwear is listed in the current Institution Supplement on Personal Property. Inmates will be appropriately dressed at all times in accordance with policy.

**Legal Materials:** Inmates are allowed to maintain legal materials in their locker or under their bed not to exceed three cubic feet of space (with the Unit Manager's authorization).

**Hobby Craft Materials:** The Recreation Department sponsors the hobby craft program. Storage space for all approved supplies is available in Recreation for official hobby craft participants. Some hobby craft materials are authorized to be stored in inmate living quarters (refer to the Recreation Department A&O Handbook and Hobby Craft Regulations).

All completed hobby craft projects must be immediately mailed from the institution, at the inmate's expense. At the FCI, completed hobby craft projects are taken to Recreation for packaging and mailing. At the Camp, hobby craft mail outs are held in the Recreation area on Sundays and Thursdays.

**Commissary Items:** The total value of an inmate's accumulated Commissary items will be limited to the monthly spending limitation. All sales come off the spending limit except stamps and **over the counter medications.**

**Food Storage:** Food items that are left open create a health hazard. These items must be properly sealed at all times. Empty containers will not be used as drinking or storage containers. They must be thrown away.

**Letters, Books, Photographs, Newspapers, and Magazines:** An inmate will be limited to the numerical limits authorized in the current Institution Supplement for Personal Property. Picture frames sold in the Commissary may be displayed. Nothing is to be tacked, stapled, or scotch taped to any surface except bulletin boards.

**Sports and Musical Equipment:** Inmates may maintain one (1) pair of athletic gloves, two (2) cans of racquetballs and one (1) harmonica within their living quarters. Storage of these items will be in the inmate's assigned locker. The Recreation Department has available for checkout a variety of musical instruments for those inmates participating in the Music Program.

**Radios and Watches:** An inmate may not own or possess more than one (1) approved radio and/or watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios and watches may not have value exceeding locally established limits. Radios with a tape recorder and/or tape player are not authorized. Radios and watches will be inscribed with the inmate's registration number. Only walkman-type radios are permitted, and headphones are required at all times. If an inmate is in holdover status, he/she may not purchase, own or possess a radio or watch. Inmates may **not** give any items of value to another inmate; i.e., radio, watch, sneakers and commissary items.

**Jewelry:** Inmates may have a plain wedding band (without stones) and, with prior approval, a religious medal without stones. The Camp inmates are authorized two (2) pairs of earrings.

### **BUSINESS OFFICE**

**Clothing Exchange & Laundry:** All issued clothing, linen, towels, etc., are exchanged on a one-for-one basis in the Laundry Room. The schedule for exchange is 6:00 a.m. until 7:00 a.m. Monday through Friday. Inmates are allowed to retain additional items of personal clothing. Inmates may wash their personal items utilizing the washing machines in their respective housing units.

**Commissary:** Inmate funds are retained by the institution in a trust fund, from which the inmate may withdraw money for personal spending in the institution commissary, family support, or other approved purposes. Accumulated institutional earnings and monies sent from outside are given to the inmate upon release or may be mailed home.

The Commissary access time for inmates in each unit is scheduled on a rotating basis. The schedule is posted in the unit and on the commissary bulletin board. It is the inmate's responsibility to know the amount of money available in his/her Commissary account. Inmates may check on the balance in their account via the ITS or the Automated Inmate Inquiry Machine located on the outer Commissary wall at the FCI and the Camp.

Borrowing commissary items from other inmates is not allowed. Special purchase items such as tennis shoes, watches, head phones, and radios require that a form be completed by the inmate and approved through the Unit Manager. Inmates in FRP Refusal status will not be allowed to purchase special purchase items.

**Inmate Account Card:** Only one card is permitted per inmate. Do not loan your card to anyone, and do not have any other inmate's card in your possession. You must carry this card with you at all times when outside your living quarters. The care of the card is your responsibility. The card must not be tampered with or altered in any manner. When there is evidence of tampering, negligence, or deliberate destruction, you will be charged a replacement fee of \$5.00.

**Spending Limitations:** Currently, inmates are permitted to spend up to \$290.00 each month. **Over the counter medications**, telephone credits and stamps do not go against the monthly spending limit. Once a month, each inmate's account is "validated"; that is, the spending period begins with validation. All inmates are validated by the last digit of the first five numbers of their register number. The formula is the last digit of the first five x 3 + 1. Example: 01234-012;  $4 \times 3 = 12 + 1 = 13^{\text{th}}$  day of the month validation.

**Deposits to Accounts:** Monies sent to inmate commissary accounts from outside sources will be sent through the mail to the Federal Bureau of Prisons centralized processing center at the following address:

Federal Bureau of Prisons  
Insert Inmate Name  
Insert Inmate Register Number  
Post Office Box 474701  
Des Moines, Iowa 50947-0001

Deposits are then recorded by the processing center and deposited in the inmates account. Monies sent in may be in the form of Money Orders, Government checks, Foreign negotiable instruments, (U.S. currency only) Cash, (not recommended) or Business checks. All negotiable instruments must contain the inmates name and eight digit register number. **Only negotiable instruments can be sent to the centralized processing center. Any and all enclosures with the negotiable instruments (letters, pictures, etc.) will be discarded.** Items, personal in nature, must be mailed directly to the Bureau of Prisons' institution where the inmate is housed. Inmates may also receive funds through Western Union Quick Collect.

**Commissary Fund Withdrawals:** A standard form (Form 24) is provided by the institution for the withdrawal of inmate funds from commissary accounts. Unit Managers can approve withdrawals from the trust fund account to send funds to dependents, other family members, and payment of telegraph and postage costs. There is a dollar limit on special purchases. The Unit Manager can also approve withdrawals for the payment of fines; restitution; legitimate debts; and other obligations such as court fees, attorney fees, birth certificates, expenses and trips, bedside visits, funeral trips and the purchase of legal books. Only the Associate Warden can approve inmate contributions to recognized charities and withdrawals exceeding \$250.00. Withdrawals for education and leisure time items are approved by the Supervisor of Education.

## **SECURITY PROCEDURES**

**Counts:** One of the first realities of institutional life is "count time." It is necessary for the staff to count inmates on a regular basis. During a count, inmates are expected to stay quietly in their cells until the count is announced as clear.

It is the inmate's responsibility to be in his/her assigned area when count is announced and remain there quietly until it is announced that the count is clear. Official counts will ordinarily be taken at 12:00 midnight, 3:00 a.m., 5:00 a.m., 4:00 p.m., and 9:00 p.m. and a 10:00 a.m. stand-up count will be held on weekends and holidays. Other special counts may occur during the day and evening. Note that the 4:00 p.m. count is a lock-down, stand-up count.



Staff will take disciplinary action if an inmate is not in his/her assigned area during a count. Disciplinary action will also be taken against inmates for leaving his/her assigned area before the count is cleared and **taken against inmates for not standing during a stand-up count.** According to policy, the counting officer must observe breathing flesh before an inmate can be officially counted.

**Lockdown:** **FCI:** Lock-down (the locking of all cell doors) in housing units at the FCI occurs at **10:00 p.m.** daily. Cells will be reopened again the following morning at 5:00 a.m.

**Camp:** At the Camp, inmates will be secure in their rooms with no movement at 11:30 p.m. daily.

**Call-Outs:** Call-outs are a scheduling system for appointments which are posted each day on the unit bulletin boards. It is the inmate's responsibility to check for appointments on a daily basis and all scheduled appointments are to be attended. **Disciplinary action will also be taken when inmates miss or fail to attend call-outs.** If an inmate is in need of routine medical attention, he/she will ordinarily have to go to the Health Services Department that morning between the hours of 6:30 a.m. and 7:00 a.m. and sign up for sick call. Illnesses of an emergency nature are exceptions and are handled accordingly.

**Sign-In/Out Sheets:** Each Housing Unit of the FCI will have a designated area for the inmates' sign in/out sheet. These sheets will be maintained at the entrance of each housing unit, and will be in effect during the hours of 7:30 a.m. thru 3:30 p.m. Monday thru Friday with the exception of holidays. All inmates entering and leaving the unit will sign in and out.

**Controlled Movement:** Movement throughout the FCI is regulated by a procedure called "controlled movement." The purpose of controlled movement is to ensure that the movement of inmates is orderly and timely. Controlled movements occur every hour for a period of ten (10) minutes. The beginning and ending of each move will be announced by staff. During the ten minute period of controlled movement, inmates may freely move from one area of the institution to another.

**Contraband:** Contraband is defined as any item not authorized or issued by the institution, received through approved channels, or purchased through the commissary. All staff will make an effort to locate, confiscate, and report contraband in the institution. Each inmate is responsible for all items found in their assigned living area and should immediately report any unauthorized item to the unit officer. Any item in an inmate's personal possession must be authorized and a record of the receipt of the item should be kept in the inmate's possession. Inmates may not purchase or loan items to/from another inmate. Items purchased in this manner are considered contraband and will be confiscated. An altered item, even if it is an approved issued item or purchased through the commissary, is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator.

**Shakedowns:** Any staff member may search an inmate's room to retrieve contraband or stolen property. The inmate will not be permitted to be present when his/her room is inspected. The property and living area will be left in the same general condition as found and these inspections will be unannounced and random.

**Drug Surveillance:** This facility operates a drug surveillance program that includes mandatory random testing. If a staff member orders an inmate to provide a urine sample for this program and the inmate does not do so, that inmate will be subject to an incident report.

**Alcohol Detection:** A program for alcohol surveillance is in effect. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.

**Fire Prevention and Control:** Fire prevention and safety is everyone's responsibility. Inmates are required to report fires to the nearest staff member, so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be tolerated. Regular fire inspections are made in each area of the institution by staff. During a fire drill or an actual

fire, you will be directed by staff to evacuate the immediate area. You are not to tamper with any fire protection equipment for your protection as well as others.

## **MEDICAL AND DENTAL SERVICES**

**Program Objective:** The expected result of this program is that Health care will be delivered to inmates in accordance with proven standards of care without compromising public safety concerns inherent to the agency's overall mission.

**Availability and Accessibility:** The FCI and FPC provide primary health care for acute and chronic conditions including diagnosis, treatment, education, and counseling for inmates. Our staff includes: physicians, mid-level practitioners, nurses, dentists, a pharmacist, and administrative support staff. Most radiological procedures are done onsite with the support of a consultant radiologist. All laboratory specimens are sent to referral laboratories for analysis, except for finger sticks for blood glucose and urine dip sticks. Consultants from the specialties of optometry, surgery, dermatology, psychiatry, ophthalmology, internal medicine and dietician evaluate patients at the institution on a regularly scheduled basis. Any additional care needs as determined by the Clinical Director will be provided in the local community or by a Federal Medical Center.

**Primary Care Provider Teams:** Healthcare is delivered by an assigned team of medical providers. Upon arrival to FCI/FPC Marianna each inmate is assigned to a team consisting of a primary mid-level provider(PA/ARNP), nurse (RN/LPN), and a physician. FCI inmates are assigned to a team by their register number. Specifically, the last two digits of the first five numbers of their register number (i.e.00025-000). A complete listing of healthcare team providers and the inmate population register numbers they provide primary services to is posted on each unit bulletin board ( A & B side). FPC inmates are assigned to a single team given the population size of the unit.

**YOU MUST PRESENT YOUR INMATE IDENTIFICATION CARD TO RECEIVE ANY SERVICES AT THE HEALTH SERVICES DEPARTMENT. NO EXCEPTIONS.**

**Inmate Co-payment Program :** In accordance with Program Statement P6031.02 you must pay a fee of \$2.00 for health care services (includes medical and dental services), charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described below:

We will not charge a fee for the following:

1. Health care services based on health care staff referrals;
2. Health Care staff-approved follow-up treatment for a chronic condition;
3. Preventive health care services;
4. Emergency services;
5. Prenatal care;
6. Diagnosis or treatment of chronic infectious diseases;
7. Mental health care; or
8. Substance abuse treatment.

If a health care provider orders or approves any of the following, we will not charge a fee:

- Blood pressure monitoring;
- Glucose monitoring;
- Insulin injections;
- Chronic care clinics;
- TB testing;
- Vaccinations;
- Wound Care; or



- Patient education.

Requested appointments which qualify for a fee assessment include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed above, you will be charged a \$2.00 copay fee for that visit. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit. Your health care provider will determine if the type of appointment scheduled is subject to a copay fee. If you are considered indigent at the time of your appointment, you will not have the copay fee deducted from your Inmate Commissary Account. An **indigent inmate** is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. If you are NOT indigent, but you do not have sufficient funds to make the copay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

**Sick Call Hours:** Medical sick call hour appointments are routinely scheduled from 6:30 a.m. until 2:30 p.m. daily (Monday - Friday) with the following exceptions:

At the FCI and FPC, Wednesday's are administrative days when only physical examinations, speciality services, and emergencies are seen. All A & O processing is routinely performed on this day.

On week-ends and holidays, only emergency cases will be evaluated.

**Appointments:** Requests for medical sick call or routine medical care should be written out indicating your sick call/routine care complaint and submitted on an INMATE REQUEST TO A STAFF MEMBER FORM (blank forms are available in the unit). All requests should be placed in the appropriate metal box (FCI - located just inside the grilled area & to the left of the Health Services main entrance) ( FPC - located next to the waiting room door of the Health Services main entrance) in which your assigned mid-level provider's name appears on the front of the box. All requests for sick call or routine medical care received prior to 7:30am will be processed the same day and returned to you via the evening institutional mail call with your scheduled appointment time/date noted. Those received after 7:30am will be processed the next work day. Appointments will be given in accordance with sick call triage guidelines (i.e. Same Day, 1-2 days, 3 days, 7-14 days). Patients arriving late for appointments will not be seen and are subject to disciplinary action. It is your responsibility to check the call-outs (appointment system) on a daily basis to include week-ends and report for your appointment at the proper time. Sick call rounds in the Special Housing Units will be performed daily each morning without exception.

**After-Hour Treatment:** Only emergencies will be evaluated.

**Normal Duty Hours:** 6:30 a.m. until 4:00 p.m., Monday through Friday, with the exception of weekends and holidays.

**Emergencies:** The following procedure will be followed in the event of a medical emergency. First, notify your work supervisor/correctional officer. Then a staff member will notify the medical practitioner on duty who will assess the urgency for treatment.

**Medical Personnel:** Names and titles are posted in the front lobby of the Health Services Department. When addressing or requesting the attention of a staff member you are to use their title or Mr., Mrs., Dr., etc. followed by their last name. The practice of first name usage is not allowed.

**Translators:** In an effort to facilitate and provide you with quality health care, translators are available in various languages upon your request.

**Temporary Medical Classifications:**

**IDLES:** These are generally short-term, not to exceed 72 hours, for acute injuries or illnesses. This is a non-working status. You must remain in your unit with the following exceptions: You may attend meals, religious services and sick call.

**CONVALESCENCE:** These are generally long-term, not to exceed 30 days, for surgical procedures or rehabilitation. This is a non-working status. You may leave the unit after clearance of the Unit Officer. You will not be allowed to participate in any sports unless otherwise indicated by the practitioner.

**Pharmacy Services:** Prescriptions written for you during sick call visits or follow-up appointments are to be picked up by you no later than 72 hours after your appointment. Refills are to be turned in during the first pill-line of the day. Pill line hours are clearly posted at the pharmacy window. Over the counter medications such as aspirin, Tylenol and common cold preparations are available at the commissary for your purchase. An evaluation is required for all medications dispensed at the pharmacy that require a prescription.

**Physical Examinations:** All newly committed inmates, halfway house failures and parole violators will have a physical examination in accordance to criteria set forth in Program Statement 6031.01. As an inmate in this category you may not refuse any part of the initial physical or testing. Routine medical assessments will be completed following the Medical Director's established criteria for Preventive Health Care. Inmates preparing to be released may have an exiting physical upon written request to the Health Information Department. The request cannot be more than 6 months prior to release or less than one month prior to release.

**Immunizations:** Unless otherwise documented, all inmates are required to receive a tetanus and PPD upon arrival at the institution. Females of childbearing age will be offered Measles, Mumps, Rubella Vaccine. Yearly influenza vaccine is offered to the population with emphasis placed on those "at risk". Hepatitis B vaccine series will be offered to those inmates working in potentially hazardous areas, and Pneumococcal vaccine is offered when clinically indicated only.

**Health Promotion/Disease Prevention Program:** This facility fully supports patient education, disease prevention programs and your active participation in your health care. In order to facilitate these programs your unit team, psychology department, recreation department and health services unit has joined efforts to provide you with a variety of written material, videos, audio tapes, oral presentations, workshops, and exercises to assist and guide you in your total body care.

**Medical Record Copies:** Requests for copies of your medical file should be submitted on an INMATE REQUEST TO A STAFF MEMBER FORM and sent via the institutional unit mail to the Health Services Department, specifically addressed to the Medical Records Department. The cop-out should provide the specific items that you are requesting copies of from your file. You will then be placed on institution call out when your copies are ready.

**Elective Female Health Examinations:** You can electively request to have a pap smear, pelvic and/or breast examination performed. These services are offered to the inmate population in accordance with the current BOP -Preventive Health Care Guidelines. Pap smears are performed every year for patients age 30 and below, and every 3 years for patients over age 30. Breast exams are performed annually. Please submit an INMATE REQUEST TO A STAFF MEMBER FORM to the FPC Health Services Department requesting which examination(s) you would like to have performed. Mammography is offered to the inmate population in accordance with the current BOP -Preventive Health Care Guidelines. Mammograms begin at age 40, every 2 years - sooner or more often if family history of breast cancer. If you fall within the above recommended age group and would like to have a mammogram, please submit an INMATE REQUEST TO A STAFF MEMBER FORM to the FPC Health Services Department to be scheduled for this study. The mammography guidelines do not include those with clinical indication or history of abnormal study. These cases will be followed by the Health Services Department as clinically indicated. The proper procedure in performing a self-breast exam will be demonstrated during the Admission and Orientation lecture provided by a Health Care Provider.

**Health Care Rights and Responsibilities:** While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to respect the basic human rights of your health care providers. A copy of the Health Care Rights and Responsibilities is posted in the front lobby of the Health Services Department and is provided for your review with this booklet. It is in your best interest to involve yourself in your care and treatment as prescribed/ordered.

1. **Right** - You have the **right to access** health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate co-pay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.

**Responsibility** - You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. **You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.**

2. **Right** - You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.

**Responsibility** - You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.

3. **Right** - You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.

**Responsibility** - You have the responsibility to address your concerns in the accepted format, such as the *Inmate Request to Staff Member* form, main line, or the accepted *Inmate Grievance Procedures*.

4. **Right** - You have the right to provide the Bureau of Prisons with **Advance Directives or a Living Will** that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.

**Responsibility** - You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

5. **Right** - You have the right to be provided with information regarding your diagnosis, treatment and prognosis. **This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.**

**Responsibility** - You have the responsibility to treat the staff in the same manner.

6. **Right** - You have the right to obtain copies of certain releasable portions of your health record.

**Responsibility** - You have the responsibility to be familiar with the current policy and abide by such to obtain these records.

7. **Right** - You have the right to be examined in privacy.

**Responsibility** - You have the responsibility to comply with security procedures should security be required during your examination.

8. **Right** - You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.

**Responsibility** - You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.

9. **Right** - You have the right to report complaints of pain to your health care provider, **have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.**

**Responsibility** - You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.

10. **Right** - You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.

**Responsibility** - You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.

11. **Right** - You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.

**Responsibility** - You have the responsibility to eat healthy and not abuse or waste food or drink.

12. **Right** - You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).

**Responsibility** - You have the responsibility to notify medical staff that you wish to have an examination.

13. **Right** - You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care and routine care.

**Responsibility** - You have the responsibility to maintain your oral hygiene and health.

14. **Right** - You have the right to a safe, clean and healthy environment, including smoke-free living areas.

**Responsibility** - You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations..

15. **Right** - You have the right to refuse medical treatment in accordance with Bureau of Prisons' Policy. Refusal of certain diagnostic test for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.

**Responsibility** - You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

## Dental Services

**Dental Mission Statement:** The mission of Dental Services is to stabilize and maintain the inmate population's oral health by providing oral health education, requiring acceptable oral hygiene practices, and providing controlled access to essential urgent or treatment planned dental care, consistent with professional standards, to the greatest number of patients within available resources.

**Availability and Accessibility:** Dental care at this institution is provided pursuant to the policies of the Federal Bureau of Prisons. Emergency or urgent dental care is performed first, then, access to elective care is provided as resources of staff, time, and materials are available and commensurate with your ability and desire to maintain good oral health. Because of the tremendous demand and limited available resources, access to care is controlled by the use of a treatment waiting list. You will be required to demonstrate you are practicing adequate, and proper oral hygiene prior to the delivery of any elective care. The extent of treatment planned is dictated by your response to treatment and continued interest in your oral health. The treating dentist may discontinue care at any time if it becomes apparent you are not practicing proper oral hygiene. Partial dentures are only provided in a periodontally healthy (outstanding self-care and healthy gums) environment, after all restorative work (fillings) is completed and only when the functional need is determined by the dentist.

### **Types of care:**

1. Emergency Dental Care - are measures necessary to alleviate diagnosable acute severe pain (draining a large abscess, appropriate medications, etc.), life threatening infection, and/or the treatment of major acute trauma. Minor toothaches, lost fillings, bleeding gums, and sensitive teeth are not emergencies and will be evaluated during the next available sick-call time. During normal operational hours, an institutional staff member can contact the dental clinic staff to determine if access is needed for this type care. After normal operational hours the medical staff on duty will provide this evaluation.
2. Dental Sick-Call - (Urgent Dental Care) - Requests for Dental sick call should be written out indicating your sick call complaint and submitted on an INMATE REQUEST TO A STAFF MEMBER FORM (blank forms are available in the unit). All requests should be placed in the metal box (FCI - located just inside the grilled area & to the left of the Health Services main entrance) (FPC - located next to the main Dental Clinic entrance) which is identified as DENTAL REQUESTS on the front of the box. All requests for sick call should be submitted prior to 7:30am on Monday and Thursday each week by FCI inmates and Tuesday by FPC inmates. Requests received prior to 7:30am will be processed and triaged the same day. Those felt to be URGENT will be placed on callout, those that aren't will be responded to and returned to you via the institutional mail. Those received after 7:30am will be processed the next work day for sick call services. Inmates with appointments will be placed on the call-out for sick call evaluation and you are expected to be in the dental/medical waiting area, both for the FCI & FPC. You will not be paged for this call-out. Patients arriving late for appointments will not be seen and are subject to disciplinary action. This level of episodic care is limited to the alleviation of diagnosable pain, the control of acute infection, temporary restorations in deep decay (when indicated and in consideration of your self-care level). Dental sick-call was not designed to be and it will not be allowed to become a short cut to routine or elective dental care. Inappropriate use of dental sick-call reduces the time available for elective care.
3. Routine or Elective Care - Requests for and access to routine dental care begin with you requesting to have your teeth cleaned and be evaluated for routine elective dental care. Inmates must submit an INMATE REQUEST TO A STAFF MEMBER FORM with written specifics of their request to be placed on the waiting list for a dental cleaning. Again, all requests are to be placed in the appropriate dental metal box. You will be placed on callout when the waiting list works down to your name. You will then receive a cleaning, oral hygiene instructions, and comprehensive exam. After the cleaning process is successfully completed you will be referred to the routine care waiting list with the dentist(s) for your routine dental care needs, where your name will remain until indicated treatment is completed, and as time and staffing permit. Access to this

type care is provided if you are maintaining an adequate level of self-care.

4. Accessory Dental Treatment - This type treatment is not ordinarily provided to the inmate population. It is dentally acceptable treatment, but not dentally necessary and includes, but is not limited to, the following: orthodontic tooth movement(braces), crowns and bridges(caps), dental implants, edentulous ridge augmentation, orthognathic surgery, and TMJ surgery.

**Dental Appliance Repair Services:** Requests for partial or complete denture repairs are to be submitted on an INMATE REQUEST TO A STAFF MEMBER FORM and placed in the appropriate dental metal box. Requests are to be submitted on dental sick call days prior to 7:30am, and as outlined above.

### FOOD SERVICES

Food Service is responsible for furnishing three meals a day to the inmate population. The main goal is to provide a well-balanced meal while maintaining the highest sanitation standards. No food items are allowed to leave Food Service. Additionally, you are not allowed to bring any bowls, cups, or any other items into Food Service. There is a common fare menu offered at Marianna. Inmates who wish to receive the common fare menu must contact Religious Services. The common fare menu consists of three hot entrees a week. The entree is the only food item on this diet that will be heated. The dress code for Food Service is as follows: Monday through Friday, at the breakfast and lunch meals, the full uniform will be worn with the shirt tucked in. At the supper meal, authorized civilian clothing may be worn with the exception of shower shoes, tank tops, and any other items that are not authorized by the institution supplement. Sunglasses are not authorized to be worn in Food Service.

The scheduled meal times are as follows:

#### FCI

Monday - Friday	Breakfast	6:30 a.m. - 7:30 a.m.
	Lunch	10:45 a.m. - 12:00 p.m.
	Dinner	After 4:00 p.m. and count clears
Weekends & Holidays	Coffee Hour	7:00 a.m. - 8:00 a.m.
	Brunch	After 10:00 a.m. and count clears
	Dinner	After 4:00 p.m. and count clears

#### Camp

Monday - Friday	Breakfast	6:00 a.m. - 7:00 a.m.
	Lunch	10:30 a.m. - 11:30 a.m.
	Dinner	After 4:00 p.m. and count clears
Weekends & Holidays	Coffee Hour	7:00 a.m. - 8:00 a.m.
	Brunch	After 10:00 a.m. and count clears
	Dinner	After 4:00 p.m. and count clears

### EDUCATION PROGRAMS

**Academic:** Academic programs range from basic literacy through high school equivalency (GED). The GED classes are offered in the English and Spanish languages. In addition to the literacy program, English-as-a-Second Language and college correspondence courses are offered to the inmate population. These courses are designed to enable each student to complete his or her prescribed or desired educational objectives.

The English-as-a-Second Language program is designed to prepare the inmate to communicate successfully in a predominately English-speaking community and correctional environment.

College correspondence courses offer certificate and degree programs from various accredited colleges and universities to the inmate population. The cost of these programs are borne by the inmates. These correspondence courses must be approved by education staff prior to ordering materials.

**Vocational/Occupational Training and Social Programs:** Education Services provides vocational and apprenticeship training programs that enhance marketable skills, refine job retention skills and develop self-worth. The vocational programs are certified through the State of Florida, Department of Corrections, Office of Program Services and the apprenticeship programs are registered through the Bureau of Apprenticeship Training. Programs offered at the FCI include: Computer Applications, A+ Computer Refurbishing, Electrical, Heating & Air Conditioning, Plumbing, and Diversified Cooperative Training (DCT) and various apprenticeship programs. Vocational programs at the Camp include: Computer Applications, Diversified Cooperative Training, and various apprenticeship programs. Career Planning and Career Counseling programs are offered at both sites to supplement vocational programs.

**Adult Continuing Education:** Adult Continuing Education programs include (not limited to): Parenting, Financial Management, Conversational Spanish, Health Education, Career Planning, Career Counseling, and Basic Study Skills.

All academic, occupational training, and apprenticeship classes and programs are taught by either BOP or contract staff and are free to the inmates, with the exception of college correspondence programs.

**VCCLEA/PLRA:** The Violent Crime and Law Enforcement Act (VCCLEA) states that an inmate whose offense was on or after September 13, 1994, but before April 26, 1996, and who lacks a high school credential, participate in and make satisfactory progress toward attaining a General Educational Development (GED) diploma to vest earned Good Conduct Time (GCT).

The Prison Litigation Reform Act states that an inmate whose offense was on or after April 26, 1996, and who lacks a high school credential, participate in and make satisfactory progress toward attaining a General Educational Development (GED) diploma to vest earned Good Conduct Time (GCT).

**Definition of Satisfactory Progress:** An inmate subject to the VCCLEA of 1994 or the PLRA of 1996 shall be deemed to be making satisfactory progress toward earning a GED credential unless and until the inmate receives a progress assignment confirming that:

1. The inmate refuses to enroll in the literacy program;
2. The inmate has been found to have committed a prohibited act that occurred in a literacy program during the last 240 instructional hours of the inmate's most recent enrollment in the literacy program; or
3. The inmate has withdrawn from the literacy program.

## **RECREATION AND LEISURE PROGRAMS**

The Recreation Department provides a wide variety of leisure-time programs and activities for the inmate population. Programs include, but are not limited to, intramural sports, art, aerobics, music, and physical fitness and health



education classes (refer to the Recreation Department A&O Handbook for more information). Eye protection is required at all times while playing handball and racquetball. Inmates may check out safety goggles through the Recreation Department or they may order their own goggles via Special Purpose Order through recreation. Prescription glasses are **not** considered safety eye protection unless approved by the Medical Department with the issuance of a safety glasses card.

## ADMISSION AND ORIENTATION FOR PSYCHOLOGY SERVICES

### Psychology Services Staff Members:

The Psychology Department consists of six psychologists (the Chief, the DAP Coordinator, one Resolve and Rehabilitate Program Coordinator, one Values Program Coordinator, the SOMP Coordinator, and one SOMP psychologist), seven Drug Treatment Specialists, three treatment specialists and one Psychology Technician.

### Psychology Services Staff Members

Staff	Office Location & Coverage
D. Willis, Psy.D., Chief Psychologist	Psychology Department
M. Jarmon, Psychology Technician, FISH Coord.	Psychology Department
E. Rudy, Psy.D., Resolve and Rehabilitate Program Coordinator	Camp/Navajo
(Vacant) Values Program Coordinator	FCI
K. Pistro, Psy.D., Sex Offender Management Coord.	Mohawk

#### Treatment Program Staff

O. Stone, Ph.D., Psychologist	Creek
M. Hogans-White, Treatment Specialist	Mohawk
M. Land, Treatment Specialist	Navajo
H. Porter, Treatment Specialist	Creek

#### Residential Drug Abuse Program Staff

A. J. McCartney, Ph.D., Drug Abuse Program Coord.	Apache
D. Carter, Drug Abuse Treatment Specialist	Apache
J. Dickens, Drug Abuse Treatment Specialist	Apache
A. Johnson, Drug Abuse Treatment Specialist	Apache
J. Ozbun, Drug Abuse Treatment Specialist	Apache

K. Pistro, Drug Abuse Treatment Specialist	Apache
G. Poole, Drug Abuse Treatment Specialist	Apache
S. Thompson, Drug Abuse Treatment Specialist	Apache

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**Psychiatrists**      Psychiatrists differ from Psychologists in that they possess medical degrees and can prescribe medication. Their function is to assess the need for medications such as antidepressants, anti-anxiety medications, or anti-psychotics. The psychiatrist administers and maintains inmates on certain types and dosages of psychotropic medications when necessary.

### **Services Provided by the Psychology Department**

1. **Intake Screenings** - All inmates must complete a Psychology Services Intake Questionnaire (PSIQ) in R&D. The purpose of the intake interview is to gather information and to assess the inmate's current psychological functioning. After the interview, the psychologist prepares a brief written report. A copy of the report is kept in the inmate's psychology file and a copy is sent to the unit team.
2. **Crisis Intervention** - Psychologists are available to see inmates who are experiencing acute signs of distress.
3. **Individual Counseling** - Individual counseling services are available for any inmate experiencing family, interpersonal, adjustment or other personal concerns.
4. **Group Counseling** - The Psychology Department provides educational and therapeutic groups that address special concerns faced by inmates. For example, Stress Management, Personal Power, Financial Management, etc. These groups are offered on a rotating basis depending upon the needs of the inmate population.
5. **Values Program- GOALS (Group Options for Adaptive Life-skills)** - A six month, 300 hour residential values program meeting three hours daily- five days per week is offered at the FCI and FPC. A variety of groups are offered, including Keys to Success, Relapse Prevention, Family and Relationships, Thinking for a Change, Process Group, etc.

### **Referrals**

1. **Self Referrals** - For an inmate to self-refer to the Psychology Department, they must fill out an Inmate Request to Staff form (cop-out), addressed to the Psychology Department, or psychology staff, and place it in the drop box on the unit. In emergency situations, inmates should notify any staff member that they require immediate attention so that staff can contact Psychology Services.
2. **Referrals by Staff** - When a staff member believes that an inmate will benefit from psychological counseling, the staff member may refer that inmate to the Psychology Department. Counseling

is usually on a voluntary basis; however, in situations where the inmate poses a risk to himself, others or to the safety and security of the institution, psychology staff will take steps to ensure the safety of the inmate and others.

3. Other referrals - Inmates also may observe unusual behavior in other inmates that signal the need for a psychological intervention. In these cases, inmates are encouraged to inform staff so that the identified individual may receive the required assistance.

### **Drug Abuse Treatment Programs**

The Drug Abuse Program (DAP) in Marianna comprises a Drug Education Program, a Residential Drug Abuse Treatment Program, and Non-residential Drug Abuse Counseling Services. Participation in the Drug Education Program is mandatory for some inmates and voluntary for others. Mandatory participation is described below. Participation in Residential Treatment and Non-residential Drug Abuse Counseling is voluntary and available to all inmates.

### **Drug Education Program**

Marianna's Drug Education Program is a 32-hour course taught by the Drug Education Specialist, Correctional Counselors, or student intern. The sessions focus on psychological and physical aspects of addiction, including drugs, alcohol, and tobacco; the effects of abuse and addiction on the family; and relapse prevention. A certificate of completion is awarded to each student who successfully completes the program.

#### **Mandatory Participation:**

Inmates who were committed to the custody of the Bureau of Prisons after October 1, 1991 may be required to participate in the Drug Education Program if they meet any of the following criteria.

- The inmate's Judgment and Commitment Form indicates that the inmate must participate in drug abuse treatment while incarcerated.
- The inmate's Pre-sentence Investigation report indicates that alcohol or other drug use contributed to the commission of the instant offense.
- The inmate is now incarcerated for a violation of parole or probation supervision because of alcohol or other drug use.

As an incentive to participate, inmates who are required to complete the program but who refuse to participate, withdraw, are expelled or otherwise fail to meet attendance and examination requirements will be restricted to the lowest inmate pay grade.

## **Voluntary Participation:**

With the exceptions noted above, any inmate may voluntarily participate in the Drug Education Program. To volunteer, inmates should submit a “Request to Staff” to the Psychology Department. Volunteers' names will be placed on a waiting list for the program. Priority is given to the enrollment of mandatory participants, and volunteers will be admitted to the program as space permits.

## **RESIDENTIAL DRUG ABUSE TREATMENT PROGRAM**

A Residential Drug Abuse Treatment Program is available for male inmates who volunteer to participate. This treatment requires inmates to live in the Apache Unit and attend residential treatment programming which consists of group and individual psychotherapy over a nine month period. To participate you must have a history of substance abuse or dependence and meet specific eligibility criteria. Treatment modules focus on Orientation to Treatment, Rational Self Counseling, Living With Others, Criminal Lifestyles, Relapse Prevention, Transition, Personal Change Plan, and Wellness. To participate, inmates must apply in writing to the Drug Abuse Program Coordinator. Applications are available from the Psychology Technician.

## **Non-residential Drug Abuse Treatment**

Drug Abuse Counseling Services are available to all inmates on a voluntary basis. These services include individual counseling with a Psychologist, periodic group counseling sessions on drug related topics, Alcoholics Anonymous and Narcotics Anonymous. To participate, inmates should submit a “Request to Staff” to the Drug Abuse Program Coordinator. AA/NA meetings are open to any inmate who wishes to attend the regularly scheduled meetings.

## **Psychology Treatment Programs**

Values Program- GOALS (Group Options for Adaptive Life-skills) - A six month, 300 hour residential values program meeting three hours daily- five days per week is offered at the FCI and FPC. A variety of groups are offered, including Keys to Success, Relapse Prevention, Family and Relationships, Thinking for a Change. If you would like more information about any of these programs, please submit a “Request to Staff” to the GOALS Coordinator.

Sex Offender Management Program (SOMP)- FCI Marianna is one of six SOMP programs in the Bureau of Prisons. The purpose of the program is to decrease criminal recidivism of sex offenders through effective risk appraisal and management, provide treatment opportunities and for community transition planning.

Suicide Prevention - It is not uncommon for people to experience depression and hopelessness during while in jail or prison, particularly if they are newly incarcerated, are serving a long sentence, are experiencing family problems or problems getting along with other inmates, or receive bad news. Sometimes, inmates consider committing suicide due to all of the pressure they are under. Staff are

trained to monitor inmates for signs of suicidality, and are trained to refer all concerns to the Psychology Department. However, staff do not always see what inmates see. If you are personally experiencing any of the problems noted above, or you or another inmate are showing signs of depression (sadness, tearfulness, lack of enjoyment in usual activities), withdrawal (staying away from others, reducing phone calls and/or visits), or hopelessness (giving away possessions, stating that “there is nothing to live for”), PLEASE alert a staff member right away. Your input can save a life.

Suicide Watch Companions (for FCI only) - The Psychology Department has a unique opportunity for a small number of qualified inmates to act as suicide watch companions. These inmates will be trained by the psychology staff in appropriate suicide watch procedures, in addition to special training in interpersonal communication skills and information related to suicide prevention. Inmates interested in being interviewed for the Inmate Suicide Watch Companion Team must submit a “Request to Staff” to Psychology.

Sexual Abuse/Assault Prevention and Intervention Program - All inmates should have received a Sexual Abuse/Assault Prevention and Intervention pamphlet as part of their A & O Handbook. Please refer to this information. Any inmate who is the victim of a sexual abuse and/or assault is advised to notify any staff member immediately.

Inmate on inmate sexual abuse/assault is defined as “one or more inmates engaging in, or attempting to engage in a sexual act with another inmate or the use of threats, intimidating, inappropriate touching, or other actions and/or communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act. Sexual acts or contacts between inmates, even when no objections are raised are always prohibited acts.

The Psychology Department, in conjunction with other departments, has several responsibilities regarding the care and documentation of perpetrators and victims of sexual assault. Counseling is available to inmates who are victims of sexual assault.

Smoking Cessation - The Psychology Department offers self-study Smoking Cessation Programs which emphasizes healthy living, including nutrition, exercise, and stress management.

Find - Insight- Start - Healing ( F.I.S.H.) - Psychology Services offers a self-help program which can be completed at your own pace. Numerous topics are available to include: Developing Insight, Gang Involvement/Anti-Violence, Self-Discovery. Thinking About Right & Wrong, Money Management, Men’s Programs, Understanding Your Feelings, Sleep Disorders, Handling Tough Times, Self Awareness, Returning Home, Changing Sticking Thinking, PTSD/Trauma, Anxiety, Finding Direction , Becoming a Stronger Person, Managing Your Anger Skills, and Depression. To Enroll: Submit an inmate request to Ms. Jarmon in Psychology Services or come to Psychology Open House on TUES or THUR, 11am - 12.

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U. S. Department of Justice  
Federal Bureau of Prisons

## Sexually Abusive Behavior Prevention and Intervention

### *An Overview for Offenders*



May 2008

### **W**hat is sexually abusive behavior?

According to federal law (Prison Rape Elimination Act of 2003) sexually abusive behavior is defined as:

a. **Rape:** the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will;

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is **incapable of giving consent** because of his/her youth or his/her temporary or permanent mental or physical incapacity; or

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury.

Carnal Knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight.

Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

b. **Sexual Assault with an Object:** the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (**NOTE:** This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).

c. **Sexual Fondling:** the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.

d. **Sexual Misconduct** (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

**NOTE: Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal.**

## **Y**our Right to be Safe from Sexually Abusive Behavior

While you are incarcerated, **no one has the right to pressure you to engage in sexual acts.** You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior regardless of your age, size, race, ethnicity, or sexual orientation.

## **Y**our Role in Preventing Sexually Abusive Behavior

Here are some things you can do to protect yourself and others against sexually abusive behavior:

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in well lit areas of the institution.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

## **W**hat to do if you are Afraid or Feel Threatened

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your



concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists, are specially trained to help you deal with problems in this area.

If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety.

## **What to do if you are Sexually Assaulted**

If you become a victim of a sexually abusive behavior, **you should report it immediately to staff** who will offer you protection from the assailant and refer you for a medical examination and clinical assessment. You do not have to name the inmate(s) or staff assailant in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her).

Even though you may want to clean up after the assault **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported.

## **How to Report an Incident of Sexually Abusive Behavior**

It is important that you **tell a staff member if you have been sexually assaulted.** It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need to know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes.

There are other means to confidentially report sexually abusive behavior if you are not comfortable talking with staff.

- **Write directly to the Warden, Regional Director or Director.**  
You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director. (BP-10). You can get the forms from your counselor or other unit staff.
- **Write the Office of the Inspector General (OIG)** which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is: **Office of the Inspector General, P. O. Box 27606, Washington, D.C. 20530**

## **Understanding the Investigative Process**

Once the sexually abusive behavior is reported, the BOP and/or other appropriate law enforcement agency will conduct an investigation. The purpose of the investigation is to determine the nature and scope of the abusive behavior. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

## Counseling Programs for Victims of Sexually Abusive Behavior

Most people need help to recover from the emotional effects of sexually abusive behavior. If you are the victim of sexually abusive behavior, whether recent or in the past, you may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention, mental health counseling, and spiritual counseling are all available to you.

## Management Program for Assailants

Those who sexually abuse/assault others while in the custody of the BOP will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate assailant, you will be referred to Correctional Services for monitoring. You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be effected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

## BOP Policy Definitions

**Prohibited Acts:** Inmates who engage in inappropriate sexual behavior with or direct it at others, can be charged with following Prohibited Acts under the Inmate Disciplinary Policy.

Code 101/(A) :	Sexual Assault
Code 205/(A) :	Engaging in a Sex Act
Code 206/(A) :	Making a Sexual Proposal
Code 221/(A) :	Being in an Unauthorized Area with a Member of the Opposite Sex
Code 300/(A) :	Indecent Exposure
Code 404/(A) :	Using Abusive or Obscene Language

**Staff Misconduct.** The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in, sexual, indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates. Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors is also prohibited.

## Contact Offices

**Southeast Regional Office**  
3800 North Camp Creek Parkway, SW  
Building 2000  
Atlanta, GA 30331-5099

## **RELIGIOUS PROGRAMS**

This institution offers a wide range of religious programs to inmates. Staff chaplains are available, as well as contract and volunteer representatives. Special religious diets, religious holiday observances, and other worship activities are coordinated through the chaplain's office. Information about these programs is available in A&O and from the chaplains. Schedules for worship services are posted on the Chapel bulletin board. In addition to group activities, individual pastoral care is available.

## **A & O HANDBOOK 2008 INMATE SYSTEMS MANAGEMENT DEPARTMENT**

### **MAILING ADDRESSES FOR FCI MARIANNA AND FPC MARIANNA**

#### **FCI**

**NAME / REGISTER NUMBER  
FEDERAL CORRECTIONAL INSTITUTION  
P.O. BOX 7007  
MARIANNA, FL 32447-7007**

#### **FPC**

**NAME / REGISTER NUMBER  
FEDERAL CORRECTIONAL INSTITUTION  
P.O. BOX 7006  
MARIANNA, FL 32447-7006**

### **CORRESPONDENCE**

**Outgoing Correspondence:** Outgoing mail may be inspected by staff and must be unsealed when deposited in the institution mailbox. The outgoing envelope must have the inmate's name, registration number, return address, and correct zip code in the upper left hand corner. Inmates must assume responsibility for the contents of all of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws. Inmates may be placed on restricted correspondence status based on misconduct or as a matter of classification. The inmate is notified of this placement and has the opportunity to appeal. There is no mail service on weekends and holidays.

**Incoming Correspondence:** First class mail is distributed Monday through Friday (except holidays) and ordinarily by the evening watch officer in each living unit. Newspapers and magazines are also delivered at this time. Accountable,

legal and special mail will be delivered by the case manager or counselor as soon as possible after it is received. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution. You are asked to advise those writing to you to put your registration number and unit on the envelope to aid the prompt delivery of mail. All inmate packages received at the institution must have prior authorization. Packages without authorization will be returned to the local post office.

**Incoming Publications:** The Bureau permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. At the FCI, an inmate may receive soft-cover publications (paperback books, newspaper clippings, magazines, and other similar items) only from a publisher, from a book club, or from a bookstore. At the Camp, an inmate may receive soft-cover publications from any source.

The Unit Manager may make an exception to the provisions to this section if the publication is no longer available from the publisher, book club or book store. The Unit Manager shall require that the inmate provide written documentation that the publication is no longer available from these sources. The approval of any request for an exception is to be documented, in writing, on an Authorization to Receive a Package which will be used to secure the item. An inmate may receive hard-cover publications only from a publisher or a book club. Accumulation of publications will be limited to five (5) magazines (not to be more than three (3) months old) and to the amount that can be neatly stored in the locker and/or shelf provided in each room because of sanitation, and fire safety reasons. The Unit Manager may allow more space for legal publications upon request.

The Warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity. Publications which may be rejected by the Warden include, but are not limited to, publications which meet one of the following criteria:

- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.

- It depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons' institutions.

- It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.

- It is written in code.

- It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.

- It encourages or instructs in the commission of criminal activity.

- It is sexually explicit material that by its nature or content poses a threat to the security, good order, or discipline of the institution.

**Special Mail:** "Special Mail" is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to: President and Vice-President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorneys' Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probation Officers, Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement officers, attorneys and representatives of the news media.

#### **OUTGOING SPECIAL MAIL HOURS FPC/FCI:**

Outgoing Special mail will be received at the FCI Mail Room during the 2:30 PM move, Monday-Friday. Outgoing Special mail at the Federal Prison Camp will be received at 3:30 PM, Monday - Friday at Camp Receiving and Discharge. Inmates at both facilities must bring their inmate identification card to prove that they are the individual listed in the return address of the envelope. Inmates at both facilities should seal all Special Mail prior to mailing.

Special Mail also includes mail received from the following: President and Vice-President of the United States, Attorneys, Members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other Federal law enforcement officers, U.S. Attorneys, State Attorney's General, Prosecuting Attorneys, Governors, U.S. Courts and State Courts. For incoming correspondence to be processed under special mail procedures, the sender must be adequately identified on the envelope, and the front of the envelope must be marked "Special Mail - Open Only in the Presence of the Inmate."

A designated staff member opens incoming Special Mail in the presence of the inmate. This is usually done by the counselor or case manager. These items will be checked for physical contraband and for qualification as special mail.

The correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is special mail only to be opened in the presence of the inmate. Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

**Inmate Correspondence with Representatives of the News Media:** An inmate may write through Special Mail procedures to representatives of the news media if specified by name or title. The inmate may not receive compensation or anything of value for correspondence with the news media.

The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody.

Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, for qualification as media correspondence, and for content which is likely to promote either illegal activity or conduct contrary to regulations.

**Correspondence Between Confined Inmates:** An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family, or is party in a legal action (or witness) in which both parties are involved. A request to correspond should be initiated through the unit team.

**Rejection of Correspondence:** The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, discipline of the institution, protection of the public, or if it might facilitate criminal activity. Examples include:

Matter which is non-mailable under law or postal regulations.

Information of escape plots, of plans to commit illegal activities, or to violate institution rules.

Direction of an inmate's business (prohibited act 408). An inmate may not direct a business while confined.

This does not, however, prohibit correspondence necessary to enable you to protect property or funds that were legitimately yours at the time of commitment. For example, you may correspond about refinancing a mortgage for your home or sign insurance papers. However, you may not operate (for example) a mortgage or insurance business while confined in the institution.

**Notification of Rejection:** The Warden will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. You will also be notified of the rejection of correspondence and the reasons for it. You also have the right to appeal the rejection. Rejected correspondence ordinarily will be returned to the sender.

**Change of Address/Forwarding of Mail:** The Mail Room will provide change of address cards ,upon request, to inmates who wish to notify magazine/newspaper publishers, or other correspondents of their pending change of address (transfer or release). Inmates will be responsible for affixing postage (post card rate) to these cards prior to placing them in the mail stream. General correspondence will be forwarded for a period of thirty (30) days utilizing the inmate's release address. Any general mail received after 30 days will be returned to sender.

**Certified/Registered/Insured Mail:** Inmates who use certified, registered, or insured mail are subject to handling methods established at each institution. An inmate may not be provided services such as express mail, private carrier services, COD, or stamp collecting while confined.

**Funds Received Through the Mail:** The Federal Bureau of Prisons requires that all funds being mailed to inmates be sent to the Federal Bureau of Prisons ' national Lockbox in Des Moines, Iowa. Any checks or money orders received in the Mail Room will be returned to the sender along with a letter providing the mailing address and the procedures for posting money to inmate accounts at the national Lockbox. This address is provided in the "Deposits to Accounts" section of the Business Office portion of this handbook.

**OPEN HOUSE HOURS, MAIL ROOM / R&D / RECORDS:** Open House will be held from 11:00 - 12:00 on Tuesday and Thursday in the FCI Mail Room, R&D and Records Office (FCI inmates). Open house for the Camp will be conducted at 3:00 PM on Tuesday, and Thursday.

### **INMATE TELEPHONE SYSTEM**

This institution has an Inmate Telephone System (ITS). The ITS has both debit and collect calling capabilities. Phone conversations are limited to fifteen minutes, with a fifteen-minute waiting period after a successfully completed call. Each inmate is limited to thirty (30) telephone numbers. Inmates may transfer phone credits seven days a week after 4:30 p.m. utilizing the ITS. Inmates will be given written telephone procedures upon receipt of a Personal Identification Number (PIN) from the Business Office. Emergency calls will be handled through unit staff or the Chaplain on a case-by-case basis. Three-way phone calls are not permitted and will result in disciplinary action. All inmate calls are subject to being monitored.

### **VISITING**

Inmates are encouraged to have visits in order to maintain family and community ties.

**Visiting Times:** Normally, regular visiting/processing hours at the FCI and the Federal Prison Camp are 8:15 a.m. to 3:15 p.m. on weekends and federal holidays. In an effort to minimize weekend overcrowding, the FCI has an additional visiting day on Mondays, 8:15 a.m. to 3:15 a.m. Social visits are conducted on a point system at the FCI only. For each visit of not more than five visitors, inmates are limited to ten points per month, with Saturdays = 2 points, Sundays = 3 points, federal holidays = 3 points, and Mondays = 1 point. SHU visits are assessed 3 points. A maximum of five visitors at the FCI are permitted to visit an inmate at once (including children). Five visitors (excluding children) are permitted at the Camp.

Visiting may be limited to ensure equitable access to visiting facilities. If and when termination is necessary, local

visitors will be first, and out-of-state and infrequent visitors after a minimum of two hours. No points will be restored in the event of visiting termination.

**Children Under Sixteen:** Children under the age of sixteen may not visit unless accompanied by a responsible adult.

**Hospital Visits(Patients):** When a hospital visit is requested the Chief Medical Officer(or Health Service Administrator in his absence) with consultation of the Captain shall determine whether a visit may occur. Hospital Visits in the community may be restricted to only the immediate family and apply to the visiting policy of the hospital.

**Local Transportation:** Local transportation for visitors to the Marianna area includes Greyhound Bus, taxi services, J-Trans (community transportation) and rental vehicles. See your unit team for specific information regarding these services.

**Directions to FCI/FPC Marianna:** Traveling I-10 FROM Tallahassee, take the first Marianna exit, Route 71. Take a right off the ramp onto Hwy. 71. Travel Hwy 71 approximately four miles to Hwy.90. Take a left on 90 and travel approximately two miles. Look for a plaza on your right. Turn right past the plaza on Hwy. 71 North. Travel 71 N. to Hwy 166 (approximately 3-4 miles). Take a left on 166, approximately 1 mile. You will see an old train display on your right. This is the entrance to the FCI. Travel approximately one and one quarter mile. The Camp is on the left. The FCI is straight ahead. Visitors at the FCI are to park in the designated Visitors Parking Lot.

Traveling I-10 frm Pensacola, take the second Marianna exit, Route 71. Turn right off the ramp onto Hwy 71. Travel Hwy.71 approximately four miles to Hwy. 90. Take a left on 90 and travel approximately two miles. Look for the plaza on your right. Turn right past the plaza on Hwy. 71 North. Travel 71 N. To Hwy. 166 (approximately 3-4 miles). Turn left on 166. Travel approximately one mile until you come to an old train display on the right. This is the entrance to the FCI. Travel approximately one and one quarter mile. The Camp is on the left. The FCI is straight ahead. Visitors at the FCI are to park in the designated Visitors Parking Lot.

If traveling 231 South from Alabama, proceed on U. S. Hwy 231 S. through Dothan, Alabama. At the junction of 231 South and State Road 162, turn left (east). Proceed on Route 162 to Route 167 and turn right (south). Travel on Route 167 approximately four miles to the junction of Routes 167 and 166. At this intersection, turn left. Proceed one mile to the Marianna Recreation Complex, turn left, and follow the signs to the FCI.

Traveling from Panama City, travel north on Hwy 231.Option 1): You can take the Panama City cut-off by taking Hwy 167 (a little blue sign on the right) that is right at the county line. This will dead-end into hwy 267 turn right. This road will end into Hwy 90. Auto clinic is on the left, Chevron gas on the right. Turn right. Travel East until you get to Jefferson Street. There will be a BIG Florida Caverns State Park sign. Turn left. Travel past caverns and follow the signs to the Federal Correctional Institution. Option 2): Travel north on Hwy 231 until you reach Hwy 90. Turn right. Travel to Marianna until you reach a big Florida Caverns State Park sign. Turn left. Travel past the caverns and follow the signs to the FCI.

**Visiting Lists:** You are required to submit a visiting list which will be given to your counselor for approval. Immediate family members, other relatives and friends may be approved after the necessary paperwork is completed and the NCIC check is conducted. This includes children. Children must be listed on the visiting list. Requests for approval for additional visitors should be made to the counselor at least one week in advance of the intended visit.

**Special Visits:** Special visits for clergy or attorney visits will be initiated by the appropriate area of responsibility and approved by the Warden or his designee. See your unit counselor for specific information and requirements.

All visits will begin and end in the visiting room. One brief kiss, one embrace, and handshaking are allowed only



on arrival and departure.

**Inmate Dress Code:** Inmates must wear institution clothing when participating in the visiting program; however, the institutional issued green fatigue pants and shirts are not authorized for wear at the FCI. Inmates will be authorized to wear a sweatshirt under the khaki shirt during cold weather. Inmates may wear only institution-issued safety-toed shoes (black, brown, tan). Any exceptions must be accompanied by a medical pass. Inmates wearing soft shoes must have a soft shoe pass from FCI Marianna and are only allowed to wear the black, Dr. Scholls soft shoes furnished by the medical department. Inmates will dress in clean clothing that is in good repair and in good taste. Hats and sunglasses are not approved for wear (exception: religious headgear and prescription sunglasses). The only jewelry inmates are permitted to wear into the visiting room are wedding bands, one pair of earrings (Camp), and religious medallions. All other jewelry, including watches, will be secured in the inmates unit before leaving for the visiting room. Inmates must present his/her commissary card before entering the visiting room. Inmates will be permitted to bring one comb and one handkerchief. Inmates are not allowed to bring food or medication (with the exception of life sustaining medications such as Nitroglycerine, bronchial inhalers, etc.) into the visiting room. Coins and items purchased in the visiting room may not be brought back into the institution.

**Legal Material:** Inmates are not permitted to take legal material or any other items into or out of the visiting room. The unit team will be responsible for processing legal materials into and out of the visiting room.

**Visitors Dress Code:** It is each visitor's responsibility to be dressed appropriately. Examples of inappropriate attire: see-through or sleeveless blouses, sleeveless tee shirts, skirts more than 1" above the knee, wrap-around skirts, sleeveless dresses, spandex, easily-removed hair pieces or wigs (unless medically approved), caps, hats, shorts and clothing with logos that may be offensive in any way. Visitors wearing plain white t-shirts or clothes colored in khaki, brown, camouflage or hunter green are also not allowed. Children ages 12 and younger may wear shorts that are in good taste.

**Identification:** An official, current photo identification is required for visitors. This may include a State Driver's License or State I.D. Card, or two other forms of identification (credit cards, Social Security Card, etc.) with full names and signatures affixed. Birth Certificates or high school photo i.d.'s are not considered proper identification. Persons without proper identification will not be permitted to visit.

Visitors may be asked to submit to a search and will be checked with a metal detector. Visitors' purses, attorneys' briefcases, etc. may also be searched. Other personal articles belonging to visitors must be placed in lockers provided in the institution or returned to their vehicle. Items such as underwire bras, jewelry, hair pins, and other metal items may delay or prevent visitors from entering the institution should they not clear the metal detector. Additionally, visitors must present a doctor's note regarding any metal implants, pacemakers, etc.

**Allowable Items for Visitors:** Visitors are permitted to bring money into the Visiting Room to purchase items from the vending machines. Also, a reasonable amount of diapers and other infant care items may be brought into the Visiting Room. No food or drink may be brought into the Visiting Room. Vending equipment is located for convenience in all Bureau visiting rooms.

Inmates are not allowed to receive either coins or money for their Commissary account while in the visiting room. No items may be exchanged between visitors and inmates in the Visiting Room.

## **ACCESS TO LEGAL SERVICES**

**Legal Correspondence:** Legal correspondence from attorneys will be treated as Special Mail if it is properly marked. The envelope must be marked with the attorney's name and an indication that he/she is an attorney and the front of

the envelope must be marked "Special Mail - Open Only in the Presence of the Inmate." It is the responsibility of the inmate to advise his or her attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.

**Attorney Visits:** Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

**Legal Material:** During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may be transferred during attorney visits, but is subject to inspection for contraband. This material will be treated in a similar manner as the special mail procedures described above. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

**Attorney Telephone Calls:** In order to make an unmonitored phone call between an attorney and an inmate, the inmate should contact their case manager or counselor. (See page 3 for specific information regarding unmonitored legal calls). Phone calls placed through the regular inmate phones are subject to monitoring.

**Law Library:** The law library is located in the Education Department and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institution Supplements, Indexes, and other legal materials. The Law Library is open during convenient non-working hours, including weekends and holidays. An inmate Law Library Clerk is available for assistance in legal research. Legal materials are also available to inmates in detention or segregation status.

**Federal Tort Claims:** If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, you must complete a Standard Form 95. You can obtain this form from your counselor.

## **PROBLEM RESOLUTION**

**Inmate Requests to Staff Member:** The Bureau form BP-Admin-70, commonly called a "cop-out", is used to make a written request to a staff member. Any type of request can be made with this form. "Cop-Outs" may be obtained in the living units from the Correctional Officer on duty. Staff members who receive an Inmate Request to Staff Member will ordinarily respond within three working days.

**Administrative Remedy Process:** The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members or "cop-outs." When informal resolution is not successful, a formal complaint can be filed as an Administrative Remedy.

Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

The first step of the Administrative Remedy procedure is to attempt an informal resolution. If the issue cannot be informally resolved, the Counselor will issue a BP-229 (BP-9) form (usually within 48 hours of the time the inmate approached the employee with the problem). The inmate will return the completed BP-229 to the staff member designated by the Warden, who will review the material to insure an attempt at informal resolution was made.

The BP-229 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff have twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response

may be extended for an additional twenty (20) calendar days, but the inmate must be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, and within forty-eight (48) hours from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-229, he or she may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-229 response. The Regional Appeal is written on a BP-230 (BP-10) form, and must have a copy of the BP-229 form and response attached. The Regional Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate must be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, he or she may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-229 and BP-230 forms with responses.

The BP-231 form may be obtained from the Counselor. The National Appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional twenty (20) days if the inmate is notified.

In writing a BP-229, BP-230, or BP-231, the form should contain the following information:

Statement of Facts

Grounds for Relief

Relief Requested

**Sensitive Complaints:** If an inmate believes a complaint is of such a sensitive nature that he or she would be adversely affected if the complaint became known to the institution, he or she may file the complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed.

If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will be returned. The inmate may then pursue that matter by filing a BP-229 at the institution.

INMATE RIGHTS AND RESPONSIBILITIES

<u>Rights:</u>		<u>Responsibilities</u>	
1.	You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.	1.	You have the responsibility to treat others, both employees and inmates, in the same manner.
2.	You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2.	You have the responsibility to know and abide by them.
3.	You have the right to freedom	3.	You have the responsibility to

of religious affiliation, and voluntary religious worship.

recognize and respect the rights of others in this regard.

- |     |  |     |  |
|-----|--|-----|--|
| 4.  | You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment. | 4.  | It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it. |
| 5.  | You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.  | 5.  | It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.                      |
| 6.  | You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)   | 6.  | You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.   |
| 7.  | You have the right to legal counsel from an attorney of your choice by interviews and correspondence.  | 7.  | It is your responsibility to use the services of an attorney honestly and fairly.  |
| 8.  | You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.  | 8.  | It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.                                 |
| 9.  | You have the right to a wide range of reading materials for materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.  | 9.  | It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.  |
| 10. | You have the right to participate in education, vocational training  | 10. | You have the responsibility to take advantage of activities  |

and employment as far as resources are available, and in keeping with your interests, needs, and abilities.

which may help you live a successful and law abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.

11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.

11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

### **INMATE DISCIPLINE PROCESS AND SPECIAL HOUSING**

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committees (UDC) and, for more serious violation, the Disciplinary Hearing Officer.

**Inmate Discipline Information:** If a staff member observes or believes he or she has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within twenty-four (24) hours of the time staff become aware of the inmate's involvement in the incident.

**Initial Hearing (UDC):** Inmates must ordinarily be given an initial hearing within three (3) working days from the time staff become aware of the inmate's involvement in the incident (excluding day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence in his or her behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five (5) days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident, or refer it to the Disciplinary Hearing Officer (DHO) for final disposition.

**Disciplinary Hearing Officer (DHO):** The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC.

An inmate will be provided with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his or her choice to represent them if requested. An inmate may make statements in his or her own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing.

The staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

The inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

**Appeals of Disciplinary Actions:** Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals are made to the Regional Director (BP-230), and the General Counsel (BP-231). On appeal, the following items will be considered:

Whether the UDC or DHO substantially complied with the regulations on inmate discipline.

Whether the UDC or DHO based its decisions on substantial evidence.

Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

The staff member who responds to the appeal may not be involved in the incident in any way. These staff members include UDC members, the DHO, the investigator, the reporting officer, and the staff representative.

**Special Housing Unit:** There are two categories of special housing. These are Administrative Detention and Disciplinary Segregation. Administrative Detention separates an inmate from the general population.

An inmate may be placed in Administrative Detention when the inmate is in holdover status, a new commitment pending classification, pending investigation, pending a hearing for a violation of Bureau regulations, pending transfer, or protection.

Disciplinary Segregation is used as sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils as needed.

Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff shall provide a reasonable amount of non-legal reading material. Inmates in Disciplinary Segregation shall be seen by a member of the medical staff daily, including weekends and holidays. A unit staff member will visit the segregation unit daily. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status.

**Prohibited Acts and Disciplinary Scale:** The final section of this handbook is taken from chapter 4 of Program Statement 5270.07, entitled Inmate Discipline and Special Housing Units. This section identifies the prohibited acts and the corresponding disciplinary action.

A. There are four categories of prohibited acts - Greatest, High, Moderate, and Low Moderate (see table 3 for identification of the prohibited acts within each category). Specific sanctions are authorized for each category (see table 4 for a discussion of each sanction). Imposition of a sanction requires that the inmate first is found to have committed prohibited act.

1. Greatest Severity Offenses. The Discipline Hearing Officer (DHO) shall impose and execute one or more of sanctions A through E. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent (i.e., an inmate who, as specified in the Violent Crime Control and Law Enforcement Act of 1994, committed a crime of violence on or after September 13, 1994) and for a PLRA inmate (i.e., an inmate who has been sentenced for an offense committed on or after April 26, 1996). The DHO may impose and execute sanction F and/or G only in addition to execution of one or more additional sanctions A through G.

2. High Category Offenses. The Discipline Hearing Officer shall impose and execute one or more of sanctions A through M, and, except as noted in the sanction, may also suspend one or more additional sanctions A through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, and may also suspend one or more additional sanctions G through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, except for a VCCLEA inmate rated as violent. All high category offenses for a VCCLEA inmate rated as violent and for a PLRA inmate must be referred to the DHO.

3. Moderate Category Offenses. The Discipline Hearing Officer shall impose at least one sanction A through N, but, except as noted in the sanction, may suspend any sanction or sanctions imposed. Sanction B.1 ordinarily must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. Except for charges referred to the DHO, the Unit Discipline Committee (UDC) shall impose at least one sanction G through N, but may suspend any sanction or sanctions imposed. The UDC ordinarily shall refer to the DHO a moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed a moderate category offense during the inmate's current anniversary year. (i.e., the twelve month period of time for which an inmate may be eligible to earn good conduct time). The UDC must thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.

4. Low Moderate Category Offenses. The Discipline Hearing officer shall impose at least one sanction B.1, or E through P. The Discipline Hearing Officer may suspend any E through Sanction or sanctions imposed (a B.1 sanction may not be suspended). Except for charges referred to the DHO, the Unit Discipline Committee shall impose at least one sanction G through P, but may suspend any sanction or sanctions imposed. The UDC ordinarily shall refer to the DHO a low moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed two low moderate category offenses during the inmates current anniversary year (i.e., the twelve month period of time for which an inmate may be eligible to earn good conduct time). The UDC must thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.

B. Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself. In these cases, the letter "A" is combined with the offense code. For example, planning an escape would be considered as Escape and coded 102A. Likewise, attempting the adulteration of any food or drink would be coded 209A.

C. Suspensions of any sanction cannot exceed six months. Revocation and execution of a suspended sanction require that the inmate first is found to have committed any subsequent prohibited act. Only the Discipline Hearing Officer (DHO) may execute, suspend, or revoke and execute suspension of sanctions A through F. The Discipline Hearing Officer (DHO) or Unit Discipline Committee (UDC) may execute, suspend, or revoke and execute suspensions of sanctions G through P. Revocations and execution of suspensions may be made only at the level (DHO or UDC) which originally imposed the sanction. The DHO now has that authority for suspensions which were earlier imposed by the Inmate Discipline Committee (IDC). When an inmate receives an Incident Report while on a DHO imposed, but suspended sanction, the new Incident Report is to be forwarded by the UDC to the DHO both for a final disposition on the new Incident Report, and for a disposition on the suspended sanction. This procedure is not necessary when the UDC informally resolves the new Incident Report.

**[TABLE 3 - PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE  
 GREATEST CATEGORY]**

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

CODE	PROHIBITED ACTS	SANCTIONS
100	Killing	A. Recommend parole date rescission or retardation.
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence	B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 60 days). E. Make monetary restitution. F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed). G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).]



[TABLE 3 (Cont'd)  
GREATEST CATEGORY (Cont'd)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	Sanctions A-G]
105	Rioting	
106	Encouraging others to riot	
107	Taking hostage(s)	
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade)	
109	(Not to be used)	
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
197	Use of the telephone to further criminal activity.	

[TABLE 3 (Cont'd)  
GREATEST CATEGORY (Cont'd)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
198	Interfering with a staff member in the performance of duties. ( <u>Conduct must be of the Greatest Severity nature.</u> ) This charge is to be used only when another charge of greatest severity is not applicable.	Sanctions A-G]
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. ( <u>Conduct must be of the Greatest Severity nature.</u> ) This charge is to be used only when another charge of greatest severity is not applicable.	

[TABLE 3 (Cont'd)  
HIGH CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions-- <u>without</u> violence.	A. Recommend parole date rescission or retardation.
201	Fighting with another person	B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
202	(Note to be used)	
203	Threatening another with bodily harm or any other offense	
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
205	Engaging in sexual acts	
206	Making sexual proposals or threats to another	
207	Wearing a disguise or a mask	
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure	C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 30 days).
209	Adulteration of any food or drink	E. Make monetary restitution.
210	(Not to be used)	F. Withhold statutory good time]
211	Possessing any officer's or staff clothing	

[TABLE 3 (Cont'd)  
HIGH CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS	
212	Engaging in, or encouraging a group demonstration	G.	Loss of privileges: commissary, movies, recreation, etc.
213	Encouraging others to refuse to work, or to participate in a work stoppage	H.	Change housing (quarters)
214	(Not to be used)	I.	Remove from program and/or group activity
215	Introduction of alcohol into BOP facility	J.	Loss of job
216	Giving or offering an official or staff member a bribe, or anything of value	K.	Impound inmate's personal property
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	L.	Confiscate contraband
		M.	Restrict to quarters]
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value		
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)		

[TABLE 3 (Cont'd)  
HIGH CATEGORY (Cont'd)]

CODE	PROHIBITED ACTS	SANCTIONS
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)	Sanctions A-M]
221	Being in an unauthorized area with a person of the opposite sex without staff permission	
222	Making, possessing, or using intoxicants	
223	Refusing to breathe into a breathalyser or take part in other testing for use of alcohol	
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)	
297	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code).	
298	Interfering with a staff member in the performance of duties. ( <u>Conduct must be of the High Severity nature.</u> ) This charge is to be used only when another charge of the high severity is not applicable.	
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. ( <u>Conduct must be of the High Severity nature.</u> ) This charge is to be used only when another charge of high severity is not applicable.	

[TABLE 3 (Cont'd)]  
MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
300	Indecent Exposure	A. Recommend parole date rescission or retardation.
301	(Not to be used)	
302	Misuse of authorized medication	B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	
304	Loaning of property or anything of value for profit or increased return	
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
306	Refusing to work, or to accept a program assignment	C. Disciplinary Transfer (recommend).
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	D. Disciplinary segregation (up to 15 days). E. Make monetary restitution. F. Withhold statutory good time.]
308	Violating a condition of a furlough	
309	Violating a condition of a community program	
310	Unexcused absence from work or any assignment	
311	Failing to perform work as instructed by the supervisor	

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[TABLE 3 (Cont'd)]  
MODERATE CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
312	Insolence towards a staff member	

313	Lying or providing a false statement to a staff member.	G.	Loss of privileges: commissary, movies, recreation, etc.
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)	H.	Change housing (quarters).
		I.	Remove from program and/or group activity.
		J.	Loss of job.
		K.	Impound inmate's personal property.
315	Participating in an unauthorized meeting or gathering	L.	Confiscate contraband.
316	Being in an unauthorized area	M.	Restrict to quarters.
317	Failure to follow safety or sanitation regulations	N.	Extra duty.]
318	Using any equipment or machinery which is not specifically authorized		
319	Using any equipment or machinery contrary to instructions or posted safety standards		
320	Failing to stand count		
321	Interfering with the taking of count		
322	(Not to be used)		
323	(Not to be used)		
324	Gambling		
325	Preparing or conducting a gambling pool		
326	Possession of gambling paraphernalia		
327	Unauthorized contacts with the public		
328	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization		

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[TABLE 3 (Cont'd)  
MODERATE CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
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- 329 Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less Sanctions A-N]
- 330 Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards
- 331 Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)
- 332 Smoking where prohibited
- 397 Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).
- 398 Interfering with a staff member in the performance of duties. (Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable.

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[TABLE 3 (Cont'd)  
LOW MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
400	Possession of property belonging to another person	B.1 Disallow ordinarily up to 12.5% (1-7 days) of



401	Possessing unauthorized amount of otherwise authorized clothing	good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).] (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)
402	Malingering, feigning illness	
403	Not to be used	
404	Using abusive or obscene language	
405	Tattooing or self-mutilation	
* 406	Not to be Used *	
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	
408	Conducting a business	
409	Unauthorized physical contact (e.g., kissing, embracing)	
* 410	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)	<p>[E. Make monetary restitution.</p> <p>F. Withhold statutory good time.</p> <p>G. Loss of privileges: commissary, movies, recreation, etc.</p> <p>H. Change housing (quarters).</p> <p>I. Remove from program and/or group activity.</p>

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[TABLE 3 (Cont'd)  
LOW MODERATE CATEGORY (Cont'd)]

CODE	PROHIBITED ACTS	SANCTIONS
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list). *	<p>J. Loss of job.</p> <p>K. Impound inmate's personal property.</p> <p>L. Confiscate contraband.</p> <p>M. Restrict to quarters.</p>

- |   |   |
|---|---|
| <p>498 Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Moderate Severity nature.</u>) This charge is to be used only when another charge of low moderate severity is not applicable.</p> <p>499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Low Moderate severity nature.)</u> This charge is to be used only when another charge of low moderate severity is not applicable.</p> | <p>N. Extra duty.</p> <p>O. Reprimand.</p> <p>P. Warning.</p> |
|---|---|

**NOTE:** Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.]

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable.

**Example:** "We find the act of \_\_\_\_\_ to be of High severity, most comparable to prohibited act Engaging in a Group Demonstration."

Sanction B.1 may be imposed on the Low Moderate category **only** where the inmate has committed the same low moderate prohibited act more than one time within a six-month period except for a VCCLEA inmate rated as violent or a PLRA inmate (See Chapter 4, Page 16).